

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Higher Level Teaching Assistant – Assistant to the SENCO

Post Holder

Salary Grade Grade E, Scale Point 9 - £ 18,091 (actual) gross per annum

Contractual Weeks Term Time only

Contracted Hours 30 hours per week
8.50am to 3.20pm Mon to Fri inc.

KEY ROLE AND RESPONSIBILITIES

The primary purpose of the Higher Level Teaching Assistant is to complement the professional work of qualified teachers by taking responsibility for agreed learning activities under an agreed system of supervision. The postholder will have a significant role to play in the planning, delivery and monitoring of learning activities for students on the Code of Practice at SENS.

MAIN DUTIES

The post holder is responsible to SENCo, Assistant Headteacher linked to SEND. The main duties are to undertake the following, subject to the direction and supervision of a qualified teacher and/or SENCo in accordance with arrangements made by the school:

Assistant to the SENCO

Responsible for:

Oversight of 'home' language GCSEs

Oversight of students at SENS including:

- a) Liaison with parents
- b) Liaison with Subject leaders
- c) Meetings with students

English as an Additional Language

Assist with the entry of students for home language GCSE's

Key Skills

Delivery of Key Skills scheme of work from prepared lesson plans

Adapt above material to suit individual student needs.

Assess the work of the students

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

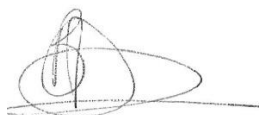
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, School Business Manager or Line Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of role or position.

Signed

Post Holder

Date



Signed

Headteacher

Date 1.9.2029

Agreed September 2026

Review